

NORTON CORRECTIONAL FACILITY -- VISITING RULES

1. Prior to visiting an inmate at NCF, each visitor shall be on the inmate's visiting list. General procedures governing inmate visitation are established in KAR 44-7-104, IMPPs 10-113 and 11-101, and NCF G.O. 16-101.
2. Regular visiting hours are 8:30 a.m. to 3:00 p.m. on Saturdays, Sundays and State-designated holidays. Visitors shall not be processed after 2:00 p.m.
3. Volunteers shall not be placed on inmate visiting lists. Members of the clergy and M-2 sponsors are exceptions.
4. Visitors may only appear on one inmate's visiting list except when visitor and more than one inmate are members of the same immediate family. Immediate family is defined as parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents, or any person who has filled the role of parent de facto.
5. Persons under age eighteen (18), except a spouse, shall not visit unless they are members of the inmate's immediate family as described in #4 above and are accompanied by an adult per KAR 44-7-104(a)(2)(B). Parents/guardians are responsible for monitoring behavior of their children. Spanking/corporal punishment shall not be allowed.
6. Visitors shall present photo-ID prior to each visit. A marriage license or birth certificate shall be required for persons under age sixteen (16) who can not produce a photo ID. Persons unable to produce positive ID shall not visit.
7. All visitors shall check in at Control Center (Dispatch at East Unit) and sign the visiting register. Once signed in for a day of visiting, visitors shall not leave and return the same day. Due to limited waiting areas, persons not visiting shall not loiter on facility grounds.
8. Visitors shall be subject to search in accordance with IMPP 012-115 and signs are displayed near facility entrances which read:

In English: "All persons entering upon these grounds are subject to routine searches of their person, property, or packages.", and

In Spanish: "Todas personas que entren en esta terretorio tendran que ser esculcadas rutinamenta de persona, propiedades, o paquetes."
9. If an inmate refuses to see a particular visitor, such refusal shall be noted in the inmate's visiting record.
10. Coats, jackets, hats and other seasonal outer wear shall be hung on hangers provided in the visiting area. Specific types of clothing are not considered appropriate for prison visitation and include, but are not limited to:
 - a. See through blouses, shirts or skirts;
 - b. Tank tops and/or Halter tops;
 - c. Dresses/blouses with revealing, low-cut necklines;
 - d. Braless attire;
 - e. Dresses or skirts split at front, back or sides;
 - f. Bare feet; and,
 - g. Shorts, bermuda shorts, or cut-offs (children under 10 years of age may wear appropriate shorts during summer months)

* NCF reserves the right to deny access to visitors considered by the shift supervisor to be inappropriately attired.
11. Except as permitted during Minimum Security Seasonal Outdoor Visiting, visitors shall not bring any item of personal property to the facility for inmates and shall not exchange items in visiting areas with inmates.

PLEASE NOTE: TRAFFICKING IN CONTRABAND IN A CORRECTIONAL INSTITUTION IS ILLEGAL in accordance with KAR 44-2-103 and is a severity level 5 or 6, non-person FELONY (depending on the circumstances involved) under KSA 21-3826.
12. Visitors shall be required to lock all personal items or valuables in their vehicle or in Gatehouse lockers provided. This includes purses, wallets, keys and books. Necessary heart medicines and oxygen tanks shall be exempt. NCF shall not be responsible for items of personal property.
13. The only items visitors may bring into the visiting area are:
 - a. Money for vending machines and food (maximum amount of \$30.00);
 - b. Photo identification;
 - c. Issued Gatehouse locker key;
 - d. Infant carrier;
 - e. One (1) Diaper bag containing:
 - three (3) diapers, (cloth or disposable) and reasonable amounts of extra baby clothing;
 - two (2) infant bottles (with milk or juice) and/or 2 training cups (with lids);
 - one (1) baby or toddler cereal bowl (with baby food and utensils);
 - one (1) infant blanket;
 - two (2) infant toys/rattles;
 - one (1) 1 tube of diaper rash ointment or baby lotion; and,
 - one (1) wet wipes dispenser.
14. Vending machines are available for use by visitors, however, NCF staff shall not provide change. NCF and staff shall not be responsible for losses incurred due to vending machine malfunctions. All losses should be reported to the vendor.
15. Facility staff shall not accept monies from visitors. Money orders and certified or cashier checks payable to Chief Clerk, Norton Correctional Facility, may be mailed to the facility at P.O. Box 546, Norton, KS, 67654-0546 for deposit, or Western Union may be used to transmit funds.

16. Members of the clergy, when properly identified, may visit inmates during regular visiting hours. Private consultation rooms may be utilized. Special visits by clergy shall be arranged through both Unit Team and the NCF Chaplain.
17. Ex-inmates shall not visit without prior written approval of the Warden or designee. Visitors on post release supervision (probation/parole) shall not visit without prior written authorization of their probation/parole officer and the Warden.
18. Former KDOC employees and former contract employees shall not visit for a minimum of two (2) years following termination of employment. Approval of visits after two (2) years shall be at the discretion of the Warden.
19. Inmates shall not take legal documents to the Visiting Room for discussion with their attorney of record without prior approval of the Warden or designee. Inspection of this material shall be limited to that which is necessary to determine its legal or non-legal nature.
20. Attorneys of record for the inmate visited shall not carry any items or papers into the Visiting Room without prior approval of the Warden or designee.
21. Inmates shall not sign documents in the Visiting Room without approval of the Warden or designee.
22. Inmates shall be allowed to bring only the following items into the Visiting area:
 - a. Comb
 - b. Wedding band
 - c. Prescription eyeglasses
 - d. Approved religious medallion
 - e. Room key - (A and C Unit inmates only)
23. Contact visits shall be limited to a brief embrace and kiss at the beginning and end of the visit. Visits may be terminated for excessive physical contact. Visits shall be terminated when inmate-visitor conduct disrupts others.
24. Visitors shall not photograph NCF buildings, grounds or inmates. Persons taking unauthorized photographs shall surrender film or digital media to staff.
25. Persons suspected of being under the influence of alcohol or drugs shall be denied visiting privileges.
26. NCF is a "tobacco free" environment. All tobacco paraphernalia, tobacco products and tobacco substitutes are to be secured in visitor vehicles.
27. Visitors shall not bring pets onto facility grounds in accordance with NCF General Order 15-104.

SPECIAL VISITS

1. Subject to IMPPs 10-113 and 11-101, and NCF G.O. 16-101, inmates may receive one (1) special visit during the week. Regular weekend visits disqualify an inmate for a special visit the following week.
2. Visiting hours for special visits shall be between the hours of 10:00 a.m. and 2:00 p.m., Monday through Friday. Unless circumstances dictate otherwise, requests for special visits shall be initiated by the inmate, via form 9, to his unit team counselor. Special visits may be arranged when:
 - a. Visitation on regular visiting days conflicts with the visitor's work schedule. Work schedules shall be verified through visitor's employer.
 - b. A visitor resides a distance of at least 150 miles (one-way) from NCF.
 - c. An inmate has received less than two (2) visits during the previous three (3) months.
 - d. Other correctional goals or rehabilitation needs of an inmate indicate a need for a special visit.

DENIAL OF VISITS OR ACCESS TO THE FACILITY

1. The Unit Team Manager or Shift Supervisor may terminate or deny visitation for:
 - a. reasonable belief that a visitor is under influence of alcohol or drugs;
 - b. lack of space - (after appropriate attempts to accommodate each inmate visit have been exhausted);
 - c. refusal to submit to search authorized by IMPP 12-115;
 - d. failure to produce sufficient ID or falsifying visitor application information;
 - e. failure to comply with any rule, regulation, policy or procedure governing visitation;
 - f. failure to properly supervise children;
 - g. for excessive physical contact or disruption to other visitors;
 - h. reasonable belief that a visitor has introduced or attempted to introduce contraband into the facility.
2. The Unit Team Manager or Shift Supervisor may terminate or deny a visit if an inmate's current mental or emotional state may cause a threat to secure facility operations or cause disruption to the visiting environment if a visit occurs.
3. The Shift Supervisor shall submit a written report to the Warden on any decision to deny a visitor access to the facility, relocate a visit to a non-contact visiting booth or terminate a visit, prior to the end of the shift.
4. The Warden and/or Deputy Warden may suspend visiting privileges in accordance with KAR 44-7-104 and IMPP 10-113. The Warden shall determine the length of any suspension in accordance with KAR 44-7-104.
5. The Warden may deny access to any person requesting authorization to visit an inmate at the facility.

Jay Shelton, Warden
Norton Correctional Facility